

Initial Certification For Assessment Software v1.1

Version 1.1 Change Log	
Test	Description of Change
Multiple	Vendor questions and clarifications have been added throughout the document in response to vendor submissions to the DLGF.
1.7 Online Help, Test 4.	Changed the test to read “Check for ability to search on-line help.” rather than “Check for ability to search on-line help without inputting invalid data.”
2.9 Assessment Ratios, Test 5.	Changed “ratio study for improved residential” to read “ratio study for agricultural.”
2.12 Data for Transmission to the Department, Test 1.	Removed following data elements from Test 1: school corporation, county taxing district number, conditional rating, and grade.
3.5 Assessment Forms and Reports	Reworded c) to read “A notice of assessment for annually assessed mobile homes.” rather than “A mobile home assessment worksheet required by 50 IAC 3.2-4-3”
3.7 Histories and Transaction Logs	Test Items a) Total and summary level information and f) exceptions were removed from the test. Remaining test items were re-lettered.
4.3 Changes to Parcel Numbers	Test was reworded for clarification. This scenario would occur, for example, if a county were to renumber its parcels to comply with the State’s required parcel numbering format. The intent was the ability to reference the new parcel number back to the previous parcel number for that particular property – i.e., a cross-reference.
4.6 Data Archiving	Reworded purpose to read “Ensure assessment system enables archival of all created files.” Reworded test to read “Verify that, after creating any file, system automatically archives records.”
4.7 Import/Creation of Files	Clarified file import & export requirements by adding this new test

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Instructions for Evaluation of Assessment Software

- **Purpose.** "Initial Certification" is the process by which a software vendor can, pursuant to 50 IAC 23, have that vendor's software certified by the State of Indiana. The scope of the review at this initial step of the certification process is to ensure that the software can perform its functions within an overall property tax management system.
- **Evaluators.** Authorized evaluators will be named by the Commissioner, Department of Local Government Finance, or the Commissioner's designee.
- **Inventory Sheet.** For each feature evaluated in a particular software package, evaluators will complete the Initial Certification Inventory Sheet entirely, leaving no blanks and indicating when a particular test was not performed. Evaluator markings and comments may be made by hand, or typewritten. Inventory sheet columns are explained below:
 - o **Vendor & Package Information** – This section should include information about the software package being tested, including its stated function within an overall property tax management system. (It is anticipated that most products will not be designed to perform all assessment, tax, and billing functions). The vendor representatives section should include those individuals that will serve as primary contacts throughout the certification process.
 - o **Evaluator Information** – This section should include information about the evaluator performing the test. In the event multiple evaluators are involved, complete section for all evaluators.
 - o **Test Procedures & Test Results** – This section is a guide for evaluators in performing the test. Evaluators should use the stated procedures and record system results from each test procedure. *A vendor need not conduct each test in the order listed, but it should be prepared to identify for the evaluator the test that is being performed at a given time.* In the event an item is not tested, due to inapplicability, etc., the evaluator should indicate such in the appropriate area. (Refer to the following illustration for instructions on recording the test results.)

Test 1.X	Test Name	
Purpose(s): Explanation of reason(s) that the test is being performed Test(s): Explanation of procedure(s) that generate the result(s) expected or required from the rule.		
Result	Evaluator General Comments	W/P Reference*
C - Compliant N - Noncompliant X - Not Tested	Evaluator should use this area to draft comments explaining the results of the test, if necessary. For example, if the test did not pass, therefore N, the comment should state what failed.	Attachments, Non Compliant reports, etc.

* **W/P Reference** – Work papers used by evaluator to support a particular certification step. Papers may include, among other topics, explanations of deficiencies, qualifications related to findings of compliance, narratives, schematic diagrams, and other supporting documentation. Work papers will be grouped together by the certification categories under which they fall.

- **Record of Evaluation.** At the completion of the Initial Certification Inventory Sheet, the Department of Local Government Finance or its designee will compile a Record of Evaluation for the evaluated software package. The Record will include an original copy of the Inventory Sheet and work papers. Results of this evaluation will be shared with the software vendor.

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Vendor & Package Information

Vendor _____ Software Package _____ Test Date _____

Vendor Representative(s)

Name	Title	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Software Package Function/Scope of Test

Evaluator Information

Evaluator Name _____ Title _____

Evaluator Signature _____ Date _____

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Test Procedures & Test Results

1. Property Assessment System Requirements

Test 1.1 Sketch Entry

Purpose: Ensure the assessment system permits the entry of a sketch of improvements. <50 IAC 23-4-1>

Tests:

1. Perform a sketch of multiple improvements, to include linear features, on a single parcel that includes the following features:
 - a) Dimensions.
 - b) Labels.
 - c) Annotation.
 - d) Computation of floor areas.
 - e) Computation of perimeters (C and I only)
 - f) Computation of perimeter area ratios. (C and I only)
2. Perform a sketch of an improvement that includes the following:
 - a) Multiple wall heights.
 - b) Year constructed.
 - c) Uses within the building.
3. Perform a sketch of an improvement that includes an open area within an enclosed improvement (e.g., courtyard).

Vendor Questions and Clarifications

Q1: Does this refer to outbuildings?

A1: Yes. All improvements for all classes of property should be able to be sketched in some manner.

Q2: What needs to be on the polygon versus on the building detail?

A2: 1a – 1d and 2a – 2c should be on the polygon. 1e and 1f can be on the building detail.

Result	Evaluator General Comments	W/P Reference

Test 1.2 Sketch and Photograph Maintenance

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Purpose: Ensure the assessment system permits the maintenance of sketches of improvements, and allows each sketch to be linked to the related parcel(s). <50 IAC 23-4-1>

Tests:

1. Access a real property parcel, then from that record access the corresponding sketch of improvements.
2. Access a real property parcel, then from that record access the corresponding photographs (multiple).

Result	Evaluator General Comments	W/P Reference

Test 1.3 Record Retrieval by Characteristic

Purpose: Verify that assessment system operators can retrieve all data on a parcel by entering certain characteristics. <50 IAC 23-4-2>

Tests:

1. Enter a parcel number and verify that, based only on this characteristic, the system can access the corresponding parcel record.
2. Enter a parcel address and verify that, based only on this characteristic, the system can access the corresponding parcel record.
3. Enter an owner name and verify that, based only on this characteristic, the system can access the corresponding parcel record(s).

Result	Evaluator General Comments	W/P Reference

Test 1.4 Record Retrieval with Partial Information

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Purpose: Verify that assessment system operators can perform partial searches and wildcard searches. <50 IAC 23-4-2>

Tests:

1. Enter the first few letters of an owner's name and verify that the assessment system can find those records corresponding to the entered pattern.
2. Enter the first few letters of a street name and verify that the assessment system can find those records corresponding to the entered pattern.
3. Enter the first few characters of a parcel number and verify that the assessment system can find those records corresponding to the entered pattern.
4. After performing #1, 2, and 3 verify that the operator can access prior and following records from any of the results generated.
5. Search the name "Smith" and access every record under that name.
6. Enter the first few digits of a parcel number to access a record in which a split has been performed. Then, see that all parcels from the split appear.

Vendor Questions and Clarifications

Q1: For Test 5, would you expect just names starting with "smith" or any name containing the string "smith" (e.g., "Blacksmith", "Goldsmith")?

A1: Returning names that start with "smith" is sufficient.

Result	Evaluator General Comments	W/P Reference

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Test 1.5 On-line Updates		
<p>Purpose: Verify that an operator with the appropriate security level can perform basic modifications to a record. <50 IAC 23-3-12></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Add a new record. 2. Access an existing active real property record and: <ol style="list-style-type: none"> a. Split the parcel; then b. Verify that the original record (i.e., the parent parcel) is retained as part of the parcel history. 3. Access an existing inactive record and restore the record to active status. 4. Inactivate a current record, and then close the record. Next, access the inactivated record. 		
Result	Evaluator General Comments	W/P Reference

Test 1.6 On-line Screens		
<p>Purpose: Ensure that the assessment system includes basic features for on-line screens. <50 IAC 23-3-13></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Verify that the system functionality includes: <ol style="list-style-type: none"> a. A menu-based means of screen navigation and selection. b. The ability to navigate and select screens by use of a pointing device. c. The ability to “window” and “scroll” screens. 2. Ensure users can travel from screen to screen without re-keying: <ol style="list-style-type: none"> a. The parcel number; or b. The tax identification number. 		
Result	Evaluator General Comments	W/P Reference

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Test 1.7 On-line Help		
<p>Purpose: Verify that the assessment system includes an on-line, context-sensitive tutorial suitable for use by new operators. <50 IAC 23-3-14></p> <p>Test: Search the on-line tutorial and ensure that it provides the following:</p> <ol style="list-style-type: none">1. For fields:<ol style="list-style-type: none">a. A list of valid codes and their meanings (for codes fields).b. A description of constraints on data entry (for non-coded fields).2. For menus: a description of what actions are available on selection of each menu choice.3. For error messages: an explanation of the error condition and advice on corrective action.4. Check for ability to search on-line help.		
Vendor Questions and Clarifications		
<p>Q1: What is meant by Test 4?</p> <p>A1: This test has been reworded for clarification.</p>		
Result	Evaluator General Comments	W/P Reference

2. Property Assessment Calculation Standards

Test 2.1 Land Valuation Database
<p>Purpose: Ensure that land valuation database contains basic data fields. <50 IAC 23-6-1, IC 6-1.1-4-13.6></p> <p>Tests:</p> <ol style="list-style-type: none">1. Access a property record that includes a platted lot. Verify that the record includes data fields for the following characteristics:<ol style="list-style-type: none">a. Land type and property class.b. Actual frontage.c. Effective frontage.d. Effective depth.e. Depth factor.f. Land area.g. Base rate.h. Adjusted rate.

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- i. Extended value.
 - j. Influence factor type, direction, and percentage.
 - k. Township.
 - l. Taxing district code.
 - m. Addition of subdivision identifier.
 - n. Lot number.
 - o. Description and value of petroleum and mineral rights.
 - p. Neighborhood code.
 - q. Site value.
2. Access a property record that includes an unplatted lot. Verify that the record includes data fields for the following characteristics:
- a. Land type and property class.
 - b. Soil identification.
 - c. Measured acreage.
 - d. Productivity factor.
 - e. Base rate.
 - f. Adjusted rate.
 - g. Extended value.
 - h. Influence factor type, direction, and percentage.
 - i. Township.
 - j. Range.
 - k. Section.
 - l. Taxing district code.
 - m. Homesite size.
 - n. Legal drain size.
 - o. Roadway size.
 - p. Classified land by classification type.
 - q. Description and value of petroleum and mineral rights.
 - r. Neighborhood code.

Vendor Questions and Clarifications

Q1: What is needed for petroleum and mineral rights? (Test 1.o and 2.q)

A1: The Department is reviewing the procedure for tracking oil and gas assessments. Related data requirements may be modified and this test updated accordingly.

Q2: What is required for Test 2.n?

A2: 2.n is meant to show the ability to adjust a parcel for drainage, not to perform a drain assessment.

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Result	Evaluator General Comments	W/P Reference

Test 2.2 Ability to Update Data Fields

Purpose: Verify that user-supplied data elements can be updated by user or administrator. <50 IAC 23-6-1>

Tests:

1. Access a land valuation table. Verify that the base values in that table can be changed.
2. Access a land valuation table. Change the soil factor used in land valuation to another soil factor.
3. After performing #s 1 and 2, change the following:
 - a. Property class.
 - b. Adjusted rate.
 - c. Extended value.

Result	Evaluator General Comments	W/P Reference

Test 2.3 Improvements Valuation

Purpose: Verify that the assessment system can compute the true tax value for individual improvements and in the aggregates by the total of all improvements for a parcel. <50 IAC 23-6-2>

Tests:

1. Access a real property record. Compute the true tax value for two (2) improvements that have been made on the property, with each improvement displayed individually.
2. After performing #1, display the two improvements in the aggregate.

Result	Evaluator General Comments	W/P Reference

Test 2.4 Homestead Eligibility

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Purpose: Demonstrate ability of assessment system to separate gross assessed value of land and improvements into that which is homestead-eligible and that which is homestead-ineligible. <50 IAC 23-6-3, IC 6-1.1-12-37>

Tests: Access a property record that contains two (2) structures, one which is homestead-eligible and the other which is homestead-ineligible. Ensure that the assessed value breakdown gets carried to the valuation record.

Result	Evaluator General Comments	W/P Reference

Test 2.5 Entry of Sound Value of a True Tax Value

Purpose: Validate that the assessment system permits the “sound value” entry of a tax value in a practical fashion under reasonable circumstances, and that the system indicates on a record when the sound value is entered. <50 IAC 23-6-4>

Test: Demonstrate that the assessment system can accept entry of a sound value entry of a true tax value. Show the evaluator how the assessment system places an indicator on those records containing a sound value entry. Also, verify that the assessment system displays a reason code corresponding to entry of the sound value.

Result	Evaluator General Comments	W/P Reference

Test 2.6 Record of Adjustments and Appeals

Purpose: Validate that the assessment system maintains a full record of adjustments that affect assessed value resulting from error corrections, appeals granted at the county level, and appeals granted by the Indiana Board of Tax Review or any other valid reassessment. <50 IAC 23-6-4>

Test: Access a property record. Adjust the assessed value of that record through a correction of error, then make a further adjustment based on an appeal granted at the county level. Review the resulting record of adjustments for the given property record, ensuring that it includes the following for both of the foregoing changes:

- a) The record that was changed.
- b) The prior value.
- c) The new value.
- d) The date of the adjustment.
- e) The reason for the adjustment.
- f) A short description of the change.

Vendor Questions and Clarifications

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Q1: Is this test referring to the valuation record section?
A1: Yes

Result	Evaluator General Comments	W/P Reference

Test 2.7 Maintenance of Historical Assessment System Data

Purpose: Demonstrate that the assessment system can maintain and make available for electronic retrieval historical and current year assessment data, personal property data, annually assessed mobile home data, and data from sales disclosure forms. <50 IAC 23-6-5, 50 IAC 23-6-6, 50 IAC 23-6-7, 50 IAC 23-6-8>

Tests:

1. Retrieve the data set (provided by the department) for each of the following.
 - a. Assessment data.
 - b. Personal property data.
 - c. Annually assessed mobile home data.
 - d. Sales disclosure information for all sales disclosure forms.
2. Verify that older assessment, personal property, annually assessed mobile home, and sales disclosure data can be stored off-line in ASCII format.

Result	Evaluator General Comments	W/P Reference

Test 2.8 Maintenance of Future Assessment System Data

Purpose: Demonstrate that the assessment system permits a county to maintain, enter, update, and retrieve real and personal property assessment records and sales disclosure records for two (2) assessment years subsequent to the current assessment year. <50 IAC 23-6-9>

Test: Create a real property assessment record for two (2) assessment years subsequent to the current assessment year.

Vendor Questions and Clarifications

Q1: How will vendors be able to support maintenance of data in future years if it is unclear what the forms will look like?

A1: The intention here is to ensure that data for future years can be entered in the property tax management system without data entry being held up because the current year is still open. We understand future year forms may be unknown.

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Result	Evaluator General Comments	W/P Reference

Test 2.9 Assessment Ratios

Purpose: Demonstrate that the assessment system can accurately calculate an assessment ratio and related calculations. <50 IAC 23-6-10, 50 IAC 23-6-11>

Tests:

1. Verify that the assessment system can calculate an assessment ratio according to the Real Property Assessment Manual requirements.
2. Select a group of thirty (30) parcels. Then calculate the assessment ratio for the thirty (30) parcels selected. The evaluator should review that the median assessment ratio, the coefficient of dispersion, and the price related differential is correct.
3. Verify that the assessment system can calculate assessment ratios to the .95 confidence level.
4. Verify that the assessment system can calculate an assessment ratio for the following classes of property (from 50 IAC 14-5-1):
 - a. Improved Residential.
 - b. Unimproved Residential.
5. Verify that the assessment system can perform an assessment-assessment ratio study for agricultural in accordance with IAAO Standard on Ratio Studies.
6. Verify that the assessment system can calculate assessment ratios based on at least the minimum number of verified sales as determined by the IAAO Standard on Ratio Studies.

Vendor Questions and Clarifications

Q1: Should Test 5 refer to agricultural, rather than improved residential?

A1: Yes. This test has been reworded for clarification.

Result	Evaluator General Comments	W/P Reference

Test 2.10 Utilities

Purpose: Ensure that assessment system takes account of unique requirements for dealing with properties classified as utilities. <50 IAC 23-6-11>

Test: Verify that assessment system provides a secondary means of property classification for locally assessed utility property (i.e., coded into commercial, industrial, etc., according to its actual occupation) according to its use for purposes of calculating assessment ratios.

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Vendor Questions and Clarifications		
<p>Q1: How should the system provide this secondary means of property classification?</p> <p>A1: The intent is to use Code List 1 Property Class Codes for secondary classification according to the property's use.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.11	Equalization Factor	
<p>Purpose: Demonstrate that assessment software provides a data field in which an equalization factor can be entered once and applied to parcels within any class of property in township. <50 IAC 23-6-11></p> <p>Test: Access an equalization table. Then enter an equalization factor into a record's appropriate data field. Next, access a parcel and review that the factor was applied to this parcel.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.12	Data for Transmission to the Department
<p>Purpose: Ensure that the assessment system can produce, in the appropriate format, basic data elements used to calculate the coefficient of dispersion and median assessment ratio for transmission to the department. <50 IAC 23-6-11, 50 IAC 23-8-3, 50 IAC 14-8-1></p> <p>Tests:</p> <ol style="list-style-type: none">1. Verify that the assessment system can produce the following data elements:<ol style="list-style-type: none">a) Parcel number.b) Assessed value of land.c) Assessed value of improvement.d) Date of sale.e) Sale price.f) Township.g) Department of local government finance taxing district number.h) Neighborhood-code.i) Property class code.2. Export a file containing the foregoing data elements to an media that can be reviewed by the evaluator in order to determine that the	

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data can be transmitted to the department in the format prescribed by the [most recent version] Sales Ratio Study File Format Requirements.

Vendor Questions and Clarifications

Q1: The sales ratio file format requirements do not include some of the items listed in #1 for this test.

A1: This test has been reworded for clarification. Data elements not listed in the sales ratio file format requirements have been removed from this test.

Result	Evaluator General Comments	W/P Reference

Test 2.13 Annual Adjustment Calculation and Entry

Purpose: Demonstrate that the assessment system permits calculation and entry of annual adjustment of real property assessed valuations. <50 IAC 23-6-12>

Test: Access an annual adjustment table. Then enter an annual adjustment factor into a record's appropriate data field. Next, access a parcel and review that the factor was applied to this parcel. Verify that:

- a) Verify by segment that the factor calculates the correct value.
- b) The assessment system calculates time adjusted sale prices in accordance with procedures outlined in the IAAO standard and 50 IAC 23-3-3.
- c) The assessment system allows users to manually enter time adjusted sale prices on each parcel when an alternative method of calculation is utilized by a local assessing official.

Result	Evaluator General Comments	W/P Reference

Test 2.14 Application of Adjustments to Groups of Properties

Purpose: Demonstrate that the assessment system meets basic requirements related to the application of adjustments to user specified groups of properties. <50 IAC 23-6-12>

Tests: Select a logical group of approximately thirty (30) properties that includes a mix of properties from different property classes. Then

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perform the following:

1. Verify that an annual adjustment factor(s) can be applied to these properties.
2. Verify that users can apply the factor(s) resulting from revised ratio studies to these properties.
3. Verify that users can manually enter annual adjustment factor(s) to selected properties.

Result	Evaluator General Comments	W/P Reference

Test 2.15 Notice of Valuation

Purpose: Ensure that the assessment system notifies users that a parcel requires a notice of valuation (Form 11) once the property value has been modified. For example, by an annual adjustment factor. <50 IAC 23-6-12>

Tests:

1. Access a real property record, then modify the property value by an annual adjustment factor. Verify that the assessment system notifies users that a notice of valuation (Form 11) should be sent to the taxpayer corresponding to the modified parcel.
2. In the event Form 11s are printed in batch following multiple property adjustments: Access thirty (30) real property records, then modify each of their property values by an annual adjustment factor. Verify that the assessment system marks each of the parcels as requiring notice.

Result	Evaluator General Comments	W/P Reference

3. Property Assessment Reporting Requirements

Test 3.1 Generation of User-defined Reports for Assessment

Purpose: Ensure that the assessment system meets minimum requirements for the generation and display of user-defined reports, including making available the following for summary statistics: <50 IAC 23-10-1>

- a) Sum.
- b) Count.
- c) Mean.
- d) Median.
- e) Difference.
- f) Product.

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- g) Ratio.
- h) Standard deviation.
- i) Coefficient of variation.
- j) Coefficient of dispersion.
- k) Price related differential.
- l) Variance.
- m) Percentages.
- n) Linear regression.
- o) Weighted mean.

Tests: Using the thirty (30) property records supplied by the department,

1. Search the number of real property parcels that have a sales record for the current year and the prior year.
2. For the prior year, select the ten largest assessments of real property.
3. Calculate percent change in assessed value for all properties from prior year to current year.
4. Calculate average assessed value for all residential properties.
5. Search for median and standard deviation for the square footage of living area in a neighborhood.
6. Do a linear regression on the sale price per square foot in a neighborhood.

Vendor Questions and Clarifications

Q1: It does not seem statistics a through o are relevant to all reports. Many appear to be relevant primarily to sales ratio studies.

A1: Applicability of these statistics to the application being tested will be taken into account by the evaluator during the certification.

Result	Evaluator General Comments	W/P Reference

Test 3.2 Display of User-defined Reports for Assessment

Purpose: Ensure that the assessment system meets minimum requirements for the display of user-defined reports. <50 IAC 23-10-1>

Tests:

1. After generating one of the user-defined reports in Test 3.1, do a screen print
2. Verify users can print in any user-specified order (i.e., ascending or descending order, and choose the field(s) you sort on).
3. Demonstrate that system can print in any user-specified order by printing records in alphabetical order by addresses.

Result	Evaluator General Comments	W/P Reference
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Test 3.3 Future Access to a User-defined Report

Purpose: Ensure that the assessment system includes certain features to facilitate continued access to particular user-defined reports. <50 IAC 23-10-1>

Tests:

1. After generating one of the user-defined reports in Test 3.1, save the layout of the report. Then, open the saved file in order to verify its availability for subsequent use.

Vendor Questions and Clarifications

Q1: Is the intent for the report to be saved or for the report criteria to be saved for subsequent use?

A1: The intent is to ensure that the test criteria can be saved for subsequent use.

Result	Evaluator General Comments	W/P Reference
	Testing note: provide commentary on the ability to save selection parameters from prior 'runs' of a query	

Test 3.4 Assessment Management Reports

Purpose: Ensure that certain management reports are available on demand to county assessors or designated officials within other county offices. <50 IAC 23-10-2>

Test: For each of the following, display a management report that provides the listed information:

- a) Total assessed value under appeal by taxing district, township, and county.
- b) Total number of changes in assessment processed including resulting change in assessed value by type of change including corrections of error, adjudicated appeals, annual maintenance changes and additional assessment.
- c) List of adjustments made to the assessed value through exemption or deduction with ability to run by parcel or in summary showing grand totals by deduction or exemption type and totals by deduction or exemption type within taxing district and township.

Result	Evaluator General Comments	W/P Reference

Test 3.5 Assessment Forms and Reports

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Purpose: Ensure that the assessment system maintains data necessary to generate State-mandated reports. <50 IAC 23-10-3>

Tests: Access a real property, personal property, and mobile home record. Then, generate each of the following reports from one of these three records, as applicable:

- a) A notice of assessment required by IC 6-1.1-4-22.
- b) A notice of assessment required by IC 6-1.1-3-15 or IC 6-1.1-9-1.
- c) A notice of assessment for annually assessed mobile homes.
- d) A notice of final determination of assessment, as required by IC 6-1.1-15-2.1.
- e) A form containing the report to the department required by IC 6-1.1-3-18.
- f) A property record card required by the Real Property Assessment Guidelines for 2002-Version A (incorporated by reference at 50 IAC 2.3-1-2).
- g) [Any additional forms or reports required by law that the department decides to add to this test.]

Vendor Questions and Clarifications

Q1: Please elaborate on part g).

A1: These tests are intended to demonstrate that the assessment system can generate necessary forms directly without exporting data to auxiliary software. Reports required by statute are provided on the DLGF website.

Result	Evaluator General Comments	W/P Reference

Test 3.6 Printing Photographic Images

Purpose: If the assessment system provides photo or video imaging capability, demonstrate that users have the ability to print photographic images associated with the current record. <50 IAC 23-10-3>

Test: Access a real property record that contains a photo(s) or video image(s) of a structure. Select an image, then verify that the image can be printed on the property record card or as a larger, standalone document.

Result	Evaluator General Comments	W/P Reference

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Test 3.7 Histories and Transaction Logs

Purpose: Ensure the user can generate historical reports and transaction logs from the assessment system database. <50 IAC 23-9-1>

Test: Input parameters for user or user identification and starting/ending dates and times, then generate a transaction log of all of the foregoing activities performed during this certification. The resulting transaction log must contain:

- a. Username or user identification.
- b. Date and time.
- c. Terminal identification.
- d. Transaction type.

Vendor Questions and Clarifications

Q1: Please explain what “Totals and summary level information” are in part a? What are “Exceptions in part f?”

A1: These test items have been removed.

Result	Evaluator General Comments	W/P Reference

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4. Internal Control and Accounting Standards for Assessment Systems

Test 4.1 Capture and Maintenance of Data on Record Addition, Update, and Deletion

Purpose: Determine whether the assessment system can capture and properly maintain basic user data after the addition, update, or deletion of a record. <50 IAC 23-13-1>

Tests:

1. Create a current record. Verify that the record contains the following:
 - a. A date and time stamp showing the date and time the record was created.
 - b. A username or user identification stamp showing the operator who created the record.
2. Perform the same test as #1, but after creating a record for two assessment years subsequent to the current assessment year.
3. Update an existing record by adding a deck to a residential property. Verify that the record contains the following:
 - c. A date and time stamp showing the date and time the record was updated.
 - d. A username or user identification stamp showing the operator who updated the record.
 - e. A reason code from Code List 17 of the 2006 Property Tax File Format Requirements (or the appropriate Code List of the [most recent version] Property Tax File Format Requirements) corresponding to addition of improvement.
4. Delete a record. Verify that the record contains the following:
 - f. A date and time stamp showing the date and time the record was deleted.
 - g. A username or user identification stamp showing the operator who deleted the record.
 - h. A reason code from Code List 17 of the 2006 Property Tax File Format Requirements (or the appropriate Code List of the [most recent version] Property Tax File Format Requirements) indicating reason for deletion.
5. Load data from prior assessment years, then verify that the data can be displayed for the year preceding the effective date of the last general reassessment through the current assessment year.
6. After loading data from prior assessment years, access a record from the year immediately prior to the current assessment year. Attempt to change the date and time stamp to another date and time, and to change the username or user identification stamp to another user. Verify that neither change is allowed.
7. Verify that assessment data older than the year preceding the effective date of the last general reassessment can be stored off line in a flat ASCII file in machine readable form by saving department-provided data to a removable storage medium, then accessing the saved data.

Vendor Questions and Clarifications

Q1: Does “record” in Test 1 refer to a parcel?

A1: Yes. For example, the auditor sends information on a new parcel created as the result of a split.

Q2: What type of data is being referred to in Test 5?

A2: Data that is contained in the valuation record.

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Q3: Test item 6 appears to conflict with the user's ability to create Corrections of Error (C of Es).

A3: No. The intent is to test that the system will not allow changes within data from prior years.

Q4: Should the ASCII file mentioned in Test 7 be stored in the state prescribed format?

A4: Yes.

Result	Evaluator General Comments	W/P Reference

Test 4.2 Data Integrity

Purpose: Ensure that the assessment system includes basic features to ensure data integrity. <50 IAC 23-13-2>

Tests:

1. After rolling data, verify that the assessment system prevents addition, modification, or removal of assessment data in the current year following certification of assessed values to the county auditor.
2. Access a record from a year prior to the current assessment year. Attempt to edit the record and verify that the assessment system prevents users from making such edits.

Vendor Questions and Clarifications

Q1: Test tests seem to conflict with the user's ability to create Corrections of Error? (C of E's)

A1: It is our understanding that C of E's affect assessment data for future assessment years.

Result	Evaluator General Comments	W/P Reference

Test 4.3 Changes to Parcel Numbers

Purpose: Ensure that, where parcel numbers have changed, all parcel records include the old parcel number and the new parcel number. <50 IAC 23-13-3>

Test: Test a scenario in which the county was to renumber its parcels. Demonstrate that a new parcel number contains a reference back to the originating parcel number.

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Vendor Questions and Clarifications		
<p>Q1: Don't understand this test. A1: Test was reworded for clarification. The intent was the ability to reference the existing parcel number back to the previous number for that particular parcel, in other words a cross-reference. This scenario would occur, for example, if a county were to renumber its parcels to comply with the State's parcel numbering format.</p>		
Result	Evaluator General Comments	W/P Reference

Test 4.4 System and Data Security		
<p>Purpose: Ensure that the assessment system includes a security system to ensure computer system and data security, including access controls to the system as a whole and appropriate levels of control based on required access to database functions. The local computer system administrator should be able to define users and assign them rights to the system. <50 IAC 23-13-4></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Create a profile, as a system administrator might, for a user who has rights to add appeals data and modify a parcel address, but no other rights. Then log on as this user, and attempt to delete a parcel. Verify that such an operation is not allowed. 2. Create a read only (search and view) profile. Verify that a user is not allowed to enter data into a data field. 3. Create a separate profile, with rights defined by evaluator. Verify that user is not allowed to exceed the parameters of her rights. 		
Vendor Questions and Clarifications		
<p>Q1: How far should distribution of rights extend? Should access be "turned on or off" at the field level? A1: 50 IAC 23-13-4 lists the required parameters for access distribution.</p> <p>Q2: What is specifically required by Test 2? A2: Read only access is as the name implies. A user with this level of access should only be able to view the data on the screen and not be able to make any changes to the data.</p>		
Result	Evaluator General Comments	W/P Reference

Test 4.5 Assessment System Indicators		
<p>Purpose: Ensure that the assessment system informs users when records meet certain criteria. <50 IAC 23-13-5></p>		

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Tests:

1. Access a record where the property is located in a TIF allocation area (as defined in IC 6-1.1-21.2-3). Verify that the record contains an indicator that informs users that the property is located in an allocation area.
2. Access a record which contains a parcel for which a standard deduction for homestead could be claimed (pursuant to IC 6-1.1-12). Verify that the record contains an indicator that informs users that the parcel is eligible for a homestead deduction.

Result	Evaluator General Comments	W/P Reference

Test 4.6 Data Archiving

Purpose: Ensure assessment system enables archival of all created files. <50 IAC 23-13-6>

Test: Verify that, after creating any file, system automatically archives records.

Result	Evaluator General Comments	W/P Reference

Test 4.7 Import/Creation of Files

Purpose: Ensure assessment system imports and creates appropriate files. <50 IAC 23-20>

Tests:

1. Demonstrate assessment system can create the following files:
 - a. OILGAS
 - b. OILGASALL
 - c. PARCEL
 - d. LAND
 - e. IMPROVE
 - f. DWELLING
 - g. BUILDING
 - h. BLDDCTL
 - i. SALEDISC
 - j. PERSPROP
 - k. MOBILE
 - l. VALIDSALES

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m. STATISTICS

2. Demonstrate assessment system can import the following file:
 - a. PARCEL

Vendor Questions and Clarifications

Q1: Can you clarify exactly what files need to be created or imported depending on the functionality provided by our software?

A1: Assessment software tests noted above. Full grid of import / export requirements shown below:

	Certified Vendor Systems to be certified must import and/or create files as indicated in matrix										State Supplied	
	OIL & GAS		PERSONAL PROP		SALES RATIO		CAMA		TAX & BILLING		DLGF SYSTEMS	
FILE FORMAT	Create	Import	Create	Import	Create	Import	Create	Import	Create	Import	Create	Import
OILGAS	X											X
OILGASALL	X											X
PERSPROP			X							X		X
VALIDSALES					X							X
STATISTICS					X							X
SALEDISC					X							X
PARCEL	X		X			X	X	X				X
LAND							X					X
IMPROVE							X					X
DWELLING							X					X
BUILDING							X					X
BLDDETL							X					X
MOBILE							X			X		X
TAXDATA									X			X
ADJMENTS									X			X
TABRATES										X	X	

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CERTDRATE										X	X		
ALLCERTDR										X	X		
UTILITYAV										X	X		
RAILAV										X	X		
Result	Evaluator General Comments												W/P Reference

Additional Comments and Concerns*

** **Note to evaluator:** Please include below any summary comments related to the evaluated system. Focus especially on system functionality which is not mandated under 50 IAC 23, and thus cannot result in a certification failure, but is nevertheless known to be important to local officials when selecting an assessment system (e.g., GIS).*

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Version 1.1 Change Log	
Test	Description of Change
4.5 Import/Creation of Files	Clarified file import & export requirements by adding this new test

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Instructions for Evaluation of Tax and Billing Software

- **Purpose.** “Initial Certification” is the process by which a software vendor can, pursuant to 50 IAC 23, have that vendor’s software certified by the State of Indiana. The scope of the review at this initial step of the certification process is to ensure that the software can perform its functions within an overall property tax management system.
- **Evaluators.** Authorized evaluators will be named by the Commissioner, Department of Local Government Finance, or the Commissioner’s designee.
- **Inventory Sheet.** For each feature evaluated in a particular software package, evaluators will complete the Initial Certification Inventory Sheet entirely, leaving no blanks and indicating when a particular test was not performed. Evaluator markings and comments may be made by hand, or typewritten. Inventory sheet columns are explained below:
 - o **Vendor & Package Information** – This section should include information about the software package being tested, including its stated function within an overall property tax management system. (It is anticipated that most products will not be designed to perform all assessment, tax, and billing functions). The vendor representatives section should include those individuals that will serve as primary contacts throughout the certification process.
 - o **Evaluator Information** – This section should include information about the evaluator performing the test. In the event multiple evaluators are involved, complete section for all evaluators.
 - o **Test Procedures & Test Results** – This section is a guide for evaluators in performing the test. Evaluators should use the stated procedures and record system results from each test procedure. *A vendor need not conduct each test in the order listed, but it should be prepared to identify for the evaluator the test that is being performed at a given time.* In the event an item is not tested, due to inapplicability, etc., the evaluator should indicate such in the appropriate area. (Refer to the following illustration for instructions on recording the test results.)

Test 1.X		Test Name
Purpose(s): Explanation of reason(s) that the test is being performed Test(s): Explanation of procedure(s) that generate the result(s) expected or required from the rule.		
Result	Evaluator General Comments	W/P Reference*
C - Compliant N - Noncompliant X - Not Tested	Evaluator should use this area to draft comments explaining the results of the test, if necessary. For example, if the test did not pass, therefore N, the comment should state what failed.	Attachments, Non Compliant reports, etc.

* **W/P Reference** – Work papers used by evaluator to support a particular certification step. Papers may include, among other topics, explanations of deficiencies, qualifications related to findings of compliance, narratives, schematic diagrams, and other supporting documentation. Work papers will be grouped together by the certification categories under which they fall.

- **Record of Evaluation.** At the completion of the Initial Certification Inventory Sheet, the Department of Local Government Finance or its designee will compile a Record of Evaluation for the evaluated software package. The Record will include an original copy of the Inventory Sheet and work papers. Results of this evaluation will be shared with the software vendor.

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Vendor & Package Information

Vendor _____ Software Package _____ Test Date _____

Vendor Representative(s)

Name

Title

Email

Phone

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Software Package Function/Scope of Test

Evaluator Information

Evaluator Name _____

Title _____

Evaluator Signature _____

Date _____

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Test Procedures & Test Results

1. Tax and Billing System Requirements

Test 1.1 Record Retrieval by Characteristic

Purpose: Verify that tax and billing system operators can retrieve all data on a property by entering certain characteristics. <50 IAC 23-5-1>

Tests:

1. Enter a tax identification number and verify that, based only on this characteristic, the system can access the corresponding property record(s).
2. Enter a tax duplicate number and verify that, based only on this characteristic, the system can access the corresponding property record.
3. Enter a real property parcel address and verify that, based only on this characteristic, the system can access the corresponding property record.
4. Enter an owner name and verify that, based only on this characteristic, the system can access the corresponding property record(s).
5. Enter an owner address and verify that, based only on this characteristic, the system can access the corresponding property record(s).
6. Enter a billing address and verify that, based only on this characteristic, the system can access the corresponding property record(s).
7. Verify that any combination of fields can be accessed.

Result	Evaluator General Comments	W/P Reference

Test 1.2 Record Retrieval with Partial Information

Purpose: Verify that tax and billing system operators can perform partial searches and wildcard searches. <50 IAC 23-5-1>

Tests:

1. Enter the first few letters of an owner's name and verify that the tax and billing system can find those records corresponding to the entered pattern.
2. After performing #1, verify that the operator can access prior and following records from any of the results generated.

Result	Evaluator General Comments	W/P Reference
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Test 1.3 Browsing of Database		
<p>Purpose: Ensure that the operators can browse the tax and billing database. <50 IAC 23-5-1> Test: Search the name "Smith" and access every record under that name.</p>		
Result	Evaluator General Comments	W/P Reference

Test 1.4 On-Line Updates		
<p>Purpose: Verify that an operator with the appropriate security level can perform basic modifications to a record. <50 IAC 23-3-12> Tests:</p> <ol style="list-style-type: none"> 1. Access an existing active real property record and: <ol style="list-style-type: none"> a. Change ownership; then b. Inactivate the record; then c. Verify that the original record (i.e., the one replaced as a result of changing ownership) is retained as part of the record history. 2. Using that same real property record, create a real estate parcel split where the user is only transferring a portion of the real estate parcel 3. Access an existing inactive record and restore the record to active status. 4. Change the parcel number on a real estate parcel due to annexation, then inactivate the original parcel number. 		
Result	Evaluator General Comments	W/P Reference
	<i>Testing note: this test is similar to the 'property split' test 5.7 in the 'System Integration' test scenarios.</i>	

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Test 1.5 On-Line Screens		
Purpose: Ensure that the tax and billing system includes basic features for on-line screens. <50 IAC 23-3-13> Tests: <ol style="list-style-type: none"> 1. Verify that the system functionality includes: <ol style="list-style-type: none"> a. A menu-based means of screen navigation and selection. b. The ability to navigate and select screens by use of a pointing device. c. The ability to “window” and “scroll” screens. 2. Ensure users can travel from screen to screen without re-keying: <ol style="list-style-type: none"> a. The parcel number; or b. The tax identification number. 3. Include in evaluator comments: shortcut keys. 		
Result	Evaluator General Comments	W/P Reference

Test 1.6 On-Line Help		
Purpose: Verify that the tax and billing system includes an on-line, context-sensitive tutorial suitable for use by new operators. <50 IAC 23-3-14> Test: Search the on-line tutorial and ensure that it provides the following: <ol style="list-style-type: none"> 1. For fields: <ol style="list-style-type: none"> a. A list of valid codes and their meanings (for codes fields). b. A description of constraints on data entry (for non-coded fields). 2. For menus: a description of what actions are available on selection of each menu choice. 3. For error messages: an explanation of the error condition and advice on corrective action. 4. Check for ability to search on-line help without inputting invalid data. 		
Result	Evaluator General Comments	W/P Reference
	<i>Test note: For example, if a user tries to apply an investment deduction in a TIF allocation area, an error message should be shown disallowing it. Note other, similar examples.</i>	

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2. Tax and Billing Calculation Standards

Test 2.1 Deductions		
<p>Purpose: Ensure that tax and billing system can separately identify the type and amount of all deductions in the Indiana Code and calculate according to specifications provided in the Indiana Code and by the department. <50 IAC 23-7-1></p> <p>Tests: Perform the following operations for both a real estate and mobile home record:</p> <ol style="list-style-type: none"> 1. Access a property record and apply a deduction. Verify that the tax and billing system recognizes the deduction, and that it has accurately applied the deduction to the record. 2. Access another property record and apply several deductions. Verify that the tax and billing system recognizes the deductions, and that it has accurately applied the deductions. 		
Result	Evaluator General Comments	W/P Reference
	<i>Testing note: Evaluate special situations such as where the standard homestead deduction is > 50% of the GAV, and</i>	

Test 2.2 Exemptions		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Ensure that tax and billing system can separately identify the type and amount of all exemptions in the Indiana Code and calculate according to specifications provided in the Indiana Code and by the department. <50 IAC 23-7-2> 2. Ensure that tax and billing system can designate assessed value as full or partially exempt. <50 IAC 23-7-2> <p>Tests:</p> <ol style="list-style-type: none"> 1. Access a property record and apply an exemption. Verify that the tax and billing system recognizes the exemption, and that it has accurately applied the exemption to the record. 2. Access a property record for which assessed value is only partially exempt, as the exempt portion is eligible for the non-profit exemption. Verify that the tax and billing system recognizes the partial exemption, and that it has accurately applied the exemption to the record. 3. Demonstrate that after a transfer of property the previous exemptions do not exist under the new owner. 4. Demonstrate that the system will not permit a homestead exemption to be entered for a non-residential parcel. 		
Result	Evaluator General Comments	W/P Reference

Test 2.3 Credits		
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Purpose: Ensure that tax and billing system can separately identify the type and amount of all credits in the Indiana Code and calculate according to specifications provided in the Indiana Code and by the department. <50 IAC 23-7-3> Tests: Determine the system can accurately calculate property tax credits.		
Result	Evaluator General Comments	W/P Reference

Test 2.4 Economic Revitalization Area Deduction		
Purpose: Ensure that tax and billing system can apply economic revitalization area deductions. <50 IAC 23-7-4, IC 6-1.1-12.1> Test: Verify that the following elements can be recorded into tax and billing system: <ul style="list-style-type: none"> a) Parcel of property receiving the deduction. b) The number of years the parcel or property is to receive the deduction. c) The percentage of the deduction for each year the parcel or property is to receive the deduction. d) The assessed value eligible to receive the deduction. e) The specific improvement to receive the deduction, if multiple improvements exist on a parcel receiving the deduction. 		
Result	Evaluator General Comments	W/P Reference
	<i>Test Note: At this time, testing includes a requirement to key in these values into the tax & billing software. Calculations are preferred to be done within the software but are not required.</i>	

Test 2.5 Investment Deduction		
Purpose: Ensure tax and billing system can apply investment deductions. <50 IAC 23-7-5, IC 6-1.1-1-12.4> Test: Verify that the following elements can be recorded into tax and billing system: <ul style="list-style-type: none"> a) Parcel or property receiving the deduction. b) The assessed value eligible to receive the deduction. c) The specific improvement to receive the deduction, if multiple improvements exist on a parcel receiving a deduction. 		
Result	Evaluator General Comments	W/P Reference

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Test 2.6 Application of Deductions, Exemptions, and Credits in the Appropriate Order		
<p>Purpose: Ensure tax and billing system can apply calculations in the appropriate order. <Indiana Code> Test: Ensure the tax and billing system can apply deductions, exemptions, and credits in the order specified by the department.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.7 State Assessed Distributable Property		
<p>Purpose: Demonstrate the ability to utilize state assessed distributable property data provided by the department for tax calculation. <50 IAC 23-7-6, 50 IAC 23-11-2> Test: Import into the system the state assessed distributable data provided by the department.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.8 Homestead Eligibility		
<p>Purpose: Ensure tax and billing system can accept assessed value for land and improvements that is separated into homestead-eligible and homestead-ineligible components.<50 IAC 23-7-7> Test: Verify the tax and billing system can accept assessed value for land and improvements that is separated into homestead-eligible and homestead-ineligible components.</p>		
Result	Evaluator General Comments	W/P Reference

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Test 2.9 Calculation of Property Taxes		
<p>Purpose: Ensure tax and billing system can calculate property tax rates. <50 IAC 23-7-8></p> <p>Test: Validate that tax and billing system:</p> <ul style="list-style-type: none"> a) Accepts data entry of every individual taxing unit fund rate. b) Overwrites data entered fund rates with those provided by the department (DLGF) if the rates in the assessment and tax and billing sub-systems differ. Then, use the resulting set of rates for tax calculation. c) Aggregates individual taxing unit fund rates for any given taxing unit. d) Aggregates individual fund rates for any given taxing district. 		
Result	Evaluator General Comments	W/P Reference
	<i>Testing note: a) refers to TAB rates.</i>	

Test 2.10 County Auditor Certified Statement		
<p>Purpose: Ensure tax and billing system can record all data required to prepare the certified statement of net assessed value. <50 IAC 23-7-9, IC 6-1.1-17-1></p> <p>Test: Generate and display on the computer monitor a certified statement of net assessed value, then verify that the statement is complete with all required data elements.</p>		
Result	Evaluator General Comments	W/P Reference

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Test 2.11 Tax Increment Revenues

Purpose: Demonstrate that the tax and billing system can account for, apply, and display data related to tax increment revenues. <50 IAC 23-7-10>

Test: Demonstrate that tax and billing system can create a TIF district, then demonstrate the system can perform the following operations:

1. Demonstrate that the system is able identify each real property parcel that is within a TIF Allocation Area by an indicator through the following test: set the indicator for several parcels and run a report to assure that the parcels are identified as in an allocation area.
2. Demonstrate that the system can carry the indicator forward if a real property parcel in a TIF Allocation Area is split through the following test: perform a split of a TIF parcel, and see if the new parcels are shown as designated for the TIF.
3. Demonstrate that the system is able to identify each personal property record that is within a TIF Allocation Area by an indicator through the following test: set the flag for several personal property records and run a report to assure that the records are identified as in an allocation area.
4. Demonstrate that the system is able to identify which TIF Allocation Area the real property parcel or personal property record is in by name or designation through the following test: flag various real estate parcels and personal property records as TIF Allocation Area "x" or TIF Allocation Area "y" and run a report to assure that the system will generate a report by TIF Allocation Area.
5. Demonstrate that the system is able to record the base NAV of the real estate parcel or personal property record based on the value as of a designated March 1st date and retain that original base NAV through the following test: Enter a set of values (gross AV and deductions) for TIF parcels or records as of March 1, 20x1 (the base date) and a different set of values for the same parcels for March 1, 20x2. Run a report to determine whether the base value is reported correctly.
6. Demonstrate that the system is able to record adjustments to the base NAV of the real estate parcel or personal property record and assure that calculations based on incremental value as of a certain date is based on the adjusted base value as of that date and not on the original value as of that date through the following test: Adjust base values and calculate new amount of increment.
7. Demonstrate that for certain TIF Allocation Areas (economic development areas created after July 1, 1995 or redevelopment areas created after July 1, 1997) the system is able to adjust the base NAV of residential real property parcels so that if the NAV of the parcel is greater than the base NAV, the base NAV is adjusted to be equal to the NAV through the following test: Enter various NAV values for a series of residential real property parcels, some higher than the base NAV and some lower than the base NAV. Determine whether the system adjusted the values of residential properties with NAV higher than the base NAV.
8. Demonstrate that the system is able to reallocate the base assessed values of real property parcels with individual negative increment to allocate the negative amount to real property parcels with positive increment on a pro rata basis through the following test: Enter a set of values (gross AV and deductions) for TIF parcels, some of which will create negative increment and run the base adjustment routine. [Note: In this calculation, the parcels with individual negative incremental NAV will receive a reduction in base NAV so that the incremental amount will calculate to zero (0) and the parcels with individual positive NAV will receive a pro rata reduction in NAV by receiving an increase in base NAV.]

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9. Demonstrate that the system is able to accept adjustments to the base NAV of the real property parcels or personal property records based on the application of a factor to all base NAV amounts through the following test: Input a base adjustment factor and run a report to insure that each base NAV was adjusted.
10. Demonstrate that the system is able to calculate the incremental NAV of the allocation area as a whole (current NAV minus adjusted base NAV) to determine whether there is positive increment. [Note: If the increment is negative, the system must report the amount of TIF increment as the negative number, but must treat that amount as zero (0) for purposes of the NAV Certification and tax rate calculation.]
11. Demonstrate that the system is able to calculate the incremental NAV of the allocation area by taxing district and perform the following calculations:
 - a) If the incremental NAV of the TIF Allocation Area as a whole is negative, no amount for the TIF Allocation Area is carried forward to the NAV Certification and tax rate calculation for any taxing district in which the TIF Allocation Area is situated.
 - b) If the incremental NAV of the TIF Allocation Area in every taxing district in which the TIF Allocation Area is situated is positive, the positive amount is carried forward to the NAV Certification and tax rate calculation separately for each taxing district.
 - c) If the incremental NAV of the TIF Allocation Area in any taxing district in which the TIF Allocation Area is situated is negative, but there are other taxing districts in which the TIF Allocation Area is situated that have positive increment, the negative incremental NAV must be offset against the positive incremental NAV (prorata if there is more than one taxing district with positive increment) and only the net amount of incremental NAV is carried forward to the NAV Certification and tax rate calculation for each taxing district.
 - d) If more than one TIF Allocation Area with positive incremental NAV is contained, in whole or in part, within any taxing district, the positive incremental NAV of each TIF Allocation Area is added together for the NAV Certification. If a taxing district contains all or part of more than one TIF Allocation Area and one or more of the TIF Allocation Areas has a negative incremental NAV, the negative incremental NAV is not combined with the positive NAV of other TIF Allocation Areas in the taxing district for the NAV Certification and tax rate calculation.

To demonstrate the foregoing, perform the following test: create various scenarios with TIF Allocation Areas having positive and negative increment cross various taxing district lines and determine results.
12. Demonstrate that the system is able to combine the base NAV and incremental NAV of each real property parcel and personal property record in order to produce one tax bill for each parcel or record by performing the following test: Create an allocation area and run tax bills to determine that only one bill is generated per parcel or record.
13. Demonstrate that the system is able to distinguish between the portion of the tax bill eligible for State PTRC (the tax applicable to the base NAV) and the portion of the tax bill not eligible for the State PTRC (the tax applicable to the incremental NAV) by performing the following test: Create an allocation area, generate tax bills and payments and generate a distribution (settlement) report to determine if the amount of State PTRC calculated is correct.
14. Demonstrate that the system is able to allow the unit of government to optionally charge the gross tax rate (i.e., without application of State PTRC) on the incremental NAV by performing the following test: Create an allocation area, indicate the area to charge the gross tax rate for the TIF Allocation Area, generate tax bills and determine whether the system charged for the gross tax rate for the

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incremental NAV.

15. Demonstrate that the system is able to track the property tax payments from real property parcels and personal property records and allocate the payments between the amount allocable to the TIF Allocation Area and the amount allocable to the underlying taxing units by performing the following test: Create an allocation area, generate tax bills and payments and generate a distribution (settlement) report to determine if the amounts were properly allocated.

Result	Evaluator General Comments	W/P Reference

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Test 2.12 Tax Duplicate & Archiving		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Demonstrate that the tax and billing system can record all data required to prepare the tax duplicate. <50 IAC 23-7-11, IC 6-1.1-22-3, and the manual for county auditors> 2. Ensure that the assessment system automatically archives records immediately after billing and after each settlement period. <50 IAC 23-14-5> <p>Test: Generate and display on the computer monitor a tax duplicate, then verify that the tax duplicate is complete with all required data elements. Then, demonstrate that the duplicate can be saved off-line, and then access it.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.13 County Abstract		
<p>Purpose: Demonstrate that the tax and billing system can record all data required to prepare the Abstract of property, assessments, taxes, deductions, and exemptions. <50 IAC 23-7-12, IC 6-1.1-22, Abstract Manual></p> <p>Test: Generate and display on the computer monitor the Abstract, then verify that the Abstract is complete with all required data elements.</p>		
Result	Evaluator General Comments	W/P Reference

Test 2.14 Creation of Statements of Taxes and Assessments		
<p>Purpose: Demonstrate that the tax and billing system can record all data required to prepare statements of taxes and assessments. <50 IAC 23-7-13, IC 6-1.1-22></p> <p>Test: Generate and display on the computer monitor a statement of taxes and assessments, then verify that the statement is complete with all required data elements.</p>		
Result	Evaluator General Comments	W/P Reference
	<i>Test note: This will require 2 years of budget orders; as provided in the test data</i>	

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Test 2.15 Creation of Provisional Tax Statements		
<p>Purpose: Demonstrate that the tax and billing system can record all data required to prepare a provisional tax statement and a corresponding reconciling statement. <50 IAC 23-7-14, IC 6-1.1-22.5></p> <p>Test: Perform the following sequence:</p> <ol style="list-style-type: none"> 1. Generate and display on the computer monitor a provisional tax statement, then verify that the provisional statement is complete with all required data elements. 2. Demonstrate system's ability to enter final tax rates. 3. Demonstrate system's ability to apply payments. 4. Generate and display on the computer monitor a reconciling statement corresponding to the provisional statement in #1, then verify that the reconciling statement is complete with all required data elements. 		
Result	Evaluator General Comments	W/P Reference
	<i>Test note: To simplify testing, can use this year's AV and tax rates, to create a provisional bill for next year. Then create a reconcile for next year assuming same rates.</i>	

Test 2.16 Correction of Error		
<p>Purpose: Demonstrate that the tax and billing system can record all data required to prepare a correction of error and apply the correction to the assessment of property. <50 IAC 23-7-15, IC 6-1.1-15></p> <p>Test: Perform the following sequence:</p> <ol style="list-style-type: none"> 1. Create a property record which contains a parcel that has been incorrectly assessed. 2. Generate a correction of error in order to lower the assessed value of the parcel 3. Apply the correction of error to the record for the last 2 tax years. 4. Show the calculation of refund for the parcel due to the lowered AV. 		
Result	Evaluator General Comments	W/P Reference
	<i>Testing note: using a Form 133 to lower the AV</i>	

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Test 2.17 Adjustments to Assessed Value for Various Reasons		
<p>Purpose: Demonstrate that the tax and billing system can record adjustments made for specific reasons. <50 IAC 23-7-16, 50 IAC 23-7-17, 50 IAC 23-7-18, IC 6-1.1-9, Manual for County Auditors></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. For adjustments made for the purpose of undervalued or omitted property: Access a property record that contains an undervalued property. Perform an assessment adjustment on the property and verify that the adjustment conforms with legal requirements. 2. For adjustments made in response to legislative changes that retroactively affect the calculation of taxes: Access a property record, then give an example of how the system can deal with: A change in deduction amount due to legislative change. 3. For adjustments made in response to adjudication by an administrative agency or court: Access a property record. Then record an adjustment to the record that results from the adjudication by an administrative agency. 		
Result	Evaluator General Comments	W/P Reference
	<i>Testing notes: Item 1 – using a Form 122Item 2 is meant to show the ability of the system to implement a ‘mass’ change, such as movement of the homestead deduction from \$35,000 to \$45,000 for a given tax year.</i>	

Test 2.18 Receipt, Posting, and Reconciliation of Payment		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Ensure the tax and billing system can record the acceptance, posting, and reconciliation of property tax payments to the county treasurer. <50 IAC 23-7-19> 2. Ensure the tax and billing system meets the following specific requirements related to acceptance, posting, and reconciliation: <ol style="list-style-type: none"> a. Ability to record payment information from payments made at a third party location. b. Ability to accept payments by electronic funds transfer. c. Ability to hold payment in suspense, pending application to a bill. <p>Tests:</p> <ol style="list-style-type: none"> 1. Demonstrate that the tax and billing system can record the acceptance, posting, and reconciliation of property tax payments to the county treasurer on the date received. 2. Demonstrate that the tax and billing system can accept payments by electronic funds transfer on the date received. 3. Demonstrate that the tax and billing system can hold a payment in suspense, pending application to a bill, on the date received. 		
Result	Evaluator General Comments	W/P Reference
	<i>Test notes: All – show the ability to ‘back-date’ a receipt to account for data entry delays 2 – Note how the vendor deals with different file formats. The important item is the ability to integrate into the software without custom programming or re-keying of in</i>	

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	3- Show an example where a payment came from a vendor for a parcel which does not exist. Make sure the entire EFT batch is not 'held up' or rejected because of one uncertain record	
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Test 2.19 Refunds		
Purposes: <ol style="list-style-type: none"> 1. Demonstrate that the tax and billing system can capture refund data and incorporate it into the property tax settlement process. <50 IAC 23-7-20, manual for county auditors, manual for county treasurers, Settlement Instructions> 2. Demonstrate that the tax and billing system can compute a refund amount. <50 IAC 23-7-20> Tests: <ol style="list-style-type: none"> 1. Access a record, then reduce the AV in that record after tax payment. Verify that the system can calculate the gross tax and credits of the refund and interest for the appropriate tax year, and then total the amount due to the taxpayer. 		
Result	Evaluator General Comments	W/P Reference

Test 2.20 Calculation of Tax Penalties		
Purpose: Demonstrate that the tax and billing system can calculate penalties. <50 IAC 23-7-21, IC 6-1.1-37> Test: Access a record and enter a current date that is past the tax payment date. Verify that the tax and billing system applies the appropriate tax penalty at the appropriate time.		
Result	Evaluator General Comments	W/P Reference

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Test 2.21 Settlement		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Ensure that the tax and billing system can calculate monies available for distribution to individual taxing units. <50 IAC 23-7-22, IC 6-1.1-27, manual for county auditors, manual for county treasurers, settlement instructions> 2. Ensure that the tax and billing system can record all data required to prepare the certificate of settlement. <50 IAC 23-7-22, IC 6-1.1-27, manual for county auditors, manual for county treasurers, settlement instructions> 3. Ensure that the tax and billing system can record all data required to prepare the statement of the distribution of taxes collected. <50 IAC 23-7-22, IC 6-1.1-27, manual for county auditors, manual for county treasurers, settlement instructions> <p>Tests:</p> <ol style="list-style-type: none"> 1. Generate a certificate of settlement for tax and billing database, then verify that all required data fields are included in the statement. 2. Generate a statement of the distribution of taxes collected, then verify that all required data fields are included in the statement. 		
Result	Evaluator General Comments	W/P Reference

Test 2.22 Sale of Real Property Due to Delinquent Taxes		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Ensure that tax and billing system can record all data required to prepare a delinquent list of real property. <50 IAC 23-7-23, IC 6-1.1-24, manual for county auditors, manual for county treasurers> 2. Ensure that tax and billing system can remove properties from delinquency. <50 IAC 23-7-23, IC 6-1.1-24, manual for county auditors, manual for county treasurers> <p>Test: Generate from the tax and billing database a delinquent list of real property. Then remove properties from delinquency and generate an updated delinquent list of real property as of any given date.</p>		
Result	Evaluator General Comments	W/P Reference

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Test 2.23 Delinquent Personal Property		
<p>Purposes:</p> <ol style="list-style-type: none"> 1. Ensure that tax and billing system can capture delinquent personal property data required for inclusion in a written demand served upon taxpayer. <50 IAC 23-7-24, IC 6-1.1-23> 2. Ensure that tax and billing system can capture delinquent personal property data required for a record of delinquencies for filing with the clerk of the circuit court and update the tax duplicate. <50 IAC 23-7-24, IC 6-1.1-23> <p>Test: Generate from the tax and billing database a list of delinquent personal property from the prior year. Demonstrate that upon certification of delinquencies to the clerk, the tax duplicate is updated to move delinquencies to judgments.</p>		
Result	Evaluator General Comments	W/P Reference
	<i>Test note: item 2 - for example, show an 04/05 bill. Show on 05/06 as delinquent. Show gone on 06/07</i>	

Test 2.24 Maintenance of Data from Prior and Future Years		
<p>Purpose: Demonstrate that the tax and billing system can maintain and make available for electronic retrieval historical and future year data. <50 IAC 23-7-25, 50 IAC 23-7-26></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Access a record from two (2) tax years prior to the current tax year. 2. Create a record for two (2) tax years subsequent to the current tax year. Save that record, then access it again and verify that its saved the data (including appropriate tax year) correctly. 3. Verify that older tax and billing data can be stored off-line in ASCII format by saving department-provided data to a removable storage medium, then accessing the saved data. 		
Result	Evaluator General Comments	W/P Reference
	<i>Test note: The critical point of this test is the ability to have multiple tax years 'open' for entry at the same time.</i>	

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3. Property Tax and Billing Reporting Requirements

Test 3.1 Generation of User-defined Reports for Tax and Billing

Purpose: Ensure that the tax and billing system meets minimum requirements for the generation and display of user-defined reports, including making available the following for summary statistics: <50 IAC 23-11-1>

- a) Sum.
- b) Count.
- c) Mean.
- d) Median.
- e) Product.
- f) Ratio.
- g) Variance.
- h) Percentages.

Tests: Using the records supplied by the department,
1. Top ten taxpayers of any given taxing district.
2. Top ten taxpayers of a given school corporation.
3. Gross taxes charged.
4. Percentage of taxes paid.

Result	Evaluator General Comments	W/P Reference

Test 3.2 Display of User-defined Reports for Tax and Billing

Purpose: Ensure that the tax and billing system meets minimum requirements for the display of user-defined reports. <50 IAC 23-11-1>

Test: After generating one of the user-defined reports in Test 3.1, do a screen print

Result	Evaluator General Comments	W/P Reference

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Test 3.3 Future Access to a User-defined Report		
<p>Purpose: Ensure that the tax and billing system includes certain features to facilitate continued access to particular user-defined reports. <50 IAC 23-11-1></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. After generating one of the user-defined reports in Test 3.1, save the layout of the report. Then, open the saved file in order to verify its availability for subsequent use. 		
Result	Evaluator General Comments	W/P Reference
	Testing note: provide commentary on the ability to save selection parameters from prior 'runs' of a query	

Test 3.4 Tax and Billing Management Reports		
<p>Purpose: Ensure that certain tax and billing reports are available on demand to county auditors and county treasurers or designated officials within other county offices. <50 IAC 23-11-2></p> <p>Test: For each of the following, display a standard, pre-formatted management report that provides the listed information:</p> <ol style="list-style-type: none"> a) The amount of property tax remaining to collect in current cycle, how much was billed, and how much has been paid. b) List of taxpayers in bankruptcy by parcel or tax identification number. c) List of properties pending tax or sheriff sale including total or summary information. d) Total assessed value under appeal by taxing district, township, and county. e) Total number of corrections of error processed and resulting change in assessed value by type of error within a taxing district with totals for taxing district and county. f) List of adjustments made to the assessed value through exemption or deduction with ability to run by parcel or in summary showing grand totals by deduction or exemption type and totals by deduction or exemption type within taxing district and county. g) List of user-specified data fields for adjacent parcels owned by the same taxpayer. h) Billing detail comparison among years or billing cycles specified by the user. i) List of all records on which a refund is due. j) List of parcels on which multiple exemptions and/or deductions are applied and corresponding exemptions and/or deductions for each parcel. k) List of taxpayers receiving multiple exemptions and/or deductions and corresponding exemptions and/or deductions for each taxpayer. l) Number and amount of payments processed on given day by clerk. 		
Result	Evaluator General Comments	W/P Reference

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Test 3.5 Tax and Billing Forms and Reports		
<p>Purpose: Ensure that the tax and billing system can print and generate in electronic format basic forms and reports. <50 IAC 23-8-4, 50 IAC 23-11-3, IC 6-1.1-22-8></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Print and display for inspection of format and contents the following reports: <ol style="list-style-type: none"> a. Statement of taxes and assessments for each record of the tax duplicate. b. Statement of taxes and assessment for each personal property in a tax increment revenue allocation area. c. Tax adjustment board rate chart. d. Certified statement of net assessed value. e. Tax duplicate. f. Abstract of property, assessments, taxes, state and local credits, deductions, and exemptions. g. Certificate of settlement. h. Treasurer's real property delinquency list. i. Written demand to be served upon taxpayers delinquent in the payment of personal property taxes. j. Record of delinquencies. k. Certificate of tax distribution. l. Tax sale notice. 2. Demonstrate that the tax and billing system can generate statements of taxes and assessments for batch transfer to a mortgagee maintaining escrow accounts for persons liable for property taxes or special assessments. 		
Result	Evaluator General Comments	W/P Reference

Test 3.6 Histories and Transaction Logs		
<p>Purpose: Ensure the user can generate historical reports and transaction logs from the tax and billing system database. <50 IAC 23-9-1></p> <p>Test: Input parameters for user or user identification and starting/ending dates and times, then generate a transaction log of all of the foregoing activities performed during this certification. The resulting transaction log must contain:</p> <ol style="list-style-type: none"> a. Totals and summary level information. b. Username or user identification. c. Date and time. d. Terminal identification. e. Transaction type. f. Exceptions. 		
Result	Evaluator General Comments	W/P Reference

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4. Internal Control and Accounting Standards for Tax and Billing Systems

Test 4.1 Capture and Maintenance of Data on Record Addition, Update, and Deletion

Purpose: Determine whether the tax and billing system can capture and properly maintain basic user data after the addition, update, or deletion of a record. <50 IAC 23-13-1>

Tests:

1. Create a current record. Verify that the record contains the following:
 - a. A date and time stamp showing the date and time the record was created.
 - b. A username or user identification stamp showing the operator who created the record.
2. Perform the same test as #1, but after creating a record for two (2) tax years subsequent to the current assessment year.
3. Update an existing record by name change. Verify that the record contains the following:
 - a. A date and time stamp showing the date and time the record was updated.
 - b. A username or user identification stamp showing the operator who updated the record.
 - c. A reason code from Code List 17 of the 2006 Property Tax File Format Requirements (or the appropriate Code List of the [most recent version] Property Tax File Format Requirements) corresponding to change of ownership.
4. Delete a record. Verify that the record contains the following:
 - a. A date and time stamp showing the date and time the record was deleted.
 - b. A username or user identification stamp showing the operator who deleted the record.
5. Load data from prior tax years, then verify that the data can be displayed for the two tax years prior to the current tax year..
6. After loading data from prior tax years, access a record from the year immediately prior to the current tax year. Attempt to change the date and time stamp to another date and time, and to change the username or user identification stamp to another user. Verify that neither change is allowed.
7. For tax and billing data older than the year preceding the two (2) tax years prior to the current tax year, verify that the data can be stored off line in a flat ASCII file in machine readable form by saving department-provided data to a removable storage medium, then accessing the saved data.

Result	Evaluator General Comments	W/P Reference

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Test 4.2 Data Integrity		
<p>Purpose: Ensure that the tax and billing system includes basic features to ensure data integrity. <50 IAC 23-14-2></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Verify that the tax and billing system prevents addition, modification, or removal of assessed value and tax data in the current year unless through a correction of error by the county auditor. 2. Access a record from a tax collection period prior to the current tax year. Attempt to change a payment posting and verify that the tax and billing system prevents users from making such edits. 3. Access a record in which the owner has filed for bankruptcy. Attempt to mark the owner's property for tax sale, and verify that this operation is not allowed. 4. Access a record for the current tax year and apply a deduction to the record. Then access a record for the same taxpayer for the year subsequent to the current tax year and verify that the applied deduction also appears in this record. 5. Open the county budget order provided by the department and attempt to manually overwrite the rates. Verify that this operation is not allowed without approval by the department. 		
Result	Evaluator General Comments	W/P Reference

Test 4.3 System and Data Security		
<p>Purpose: Ensure that the assessment system includes a security system to ensure computer system and data security, including access controls to the system as a whole and appropriate levels of control based on required access to database functions. The local computer system administrator should be able to define users and assign them rights to the system. <50 IAC 23-14-3></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Create a profile, as a system administrator might, for a user who has rights to modify owner address and enter a certificate of error, but no other rights. Then log on as this user, and attempt to delete a record. Verify that such an operation is not allowed. 2. Create a read only (search and view) profile. Verify that a user is not allowed to enter data into a data field. 		
Result	Evaluator General Comments	W/P Reference

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Test 4.4 Notices to Operator

Purpose: Ensure that the tax and billing system informs users when records meet certain criteria. <50 IAC 23-14-4>

Tests:

1. Access a record that is classified as a bankruptcy. Verify that the record contains an indicator that informs users that the property is classified as a bankruptcy.
2. Access a record that is classified as being under appeal. Verify that the record contains an indicator that informs users that the property is classified as being under appeal.
3. Access a record that is classified as involving a tax sale. Verify that the record contains an indicator that informs users that the property is classified as involving a tax sale.
4. Access a record that is classified as having a history of payment by check despite insufficient funds. Verify that the record contains an indicator that informs users that the property is classified as having a history of payment by check despite insufficient funds.
5. Access a record that is classified as involving an overpayment of taxes. Verify that the record contains an indicator that informs users that the property is classified as involving an overpayment of taxes.
6. Access a record that is classified as involving a demand notice. Verify that the record contains an indicator that informs users that the property is classified as involving a demand notice.
7. Access a record that is classified as being subject to sheriff's sale. Verify that the record contains an indicator that informs users that the property is subject to sheriff's sale.

Result	Evaluator General Comments	W/P Reference

Test 4.5 Import/Creation of Files

Purpose: Ensure that the tax and billing system imports and creates appropriate files. <50 IAC 23-20>

Tests:

1. Demonstrate that the tax and billing system can create the following files:
 - a. TAXDATA
 - b. ADJMENTS
2. Demonstrate that the tax and billing system can import the following files:
 - a. PERSPROP

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- b. PARCEL
- c. MOBILE
- d. TABRATES
- e. CERTDRATE
- f. ALLCERTDR
- g. UTILITYAV
- h. RAILAV

Vendor Questions and Clarifications

Q1: Can you clarify exactly what files need to be created or imported depending on the functionality provided by our software?

A1: Assessment software tests noted above. Full grid of import / export requirements shown below:

FILE FORMAT	Certified Vendor Systems to be certified must import and/or create files as indicated in matrix										State Supplied	
	OIL & GAS		PERSONAL PROP		SALES RATIO		CAMA		TAX & BILLING		DLGF SYSTEMS	
	Create	Import	Create	Import	Create	Import	Create	Import	Create	Import	Create	Import
OILGAS	X											X
OILGASALL	X											X
PERSPROP			X							X		X
VALIDSALES					X							X
STATISTICS					X							X
SALEDISC					X							X
PARCEL	X		X			X	X	X		X		X
LAND							X					X
IMPROVE							X					X
DWELLING							X					X
BUILDING							X					X
BLDDETL							X					X
MOBILE							X			X		X

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TAXDATA									X			X	
ADJMENTS									X			X	
TABRATES										X	X		
CERTDRATE										X	X		
ALLCERTDR										X	X		
UTILITYAV										X	X		
RAILAV										X	X		
Result	Evaluator General Comments												W/P Reference

Additional Comments and Concerns*

*** Note to evaluator:** Please include below any summary comments related to the evaluated system. Focus especially on system functionality which is not mandated under 50 IAC 23, and thus cannot result in a certification failure, but is nevertheless known to be important to local officials when selecting a tax and billing system. Examples include:

- 1) Ability to create and print a transfer book;
- 2) Ability to handle special assessments;
- 3) Ability to capture refund data and incorporate it into the settlement process by recoding an overpayment/surplus tax;
- 4) GIS functionality

System and Integration Demonstration

Instructions for Evaluation of System Requirements and Integration Between “Initially Certified” Software Packages

- **Purpose.** “Initial Certification” is the process by which a software vendor can, pursuant to 50 IAC 23, have that vendor’s software certified by the State of Indiana. The scope of the review at this initial step of the certification process is to ensure that the software can perform its functions within an overall property tax management system.
- **Evaluators.** Authorized evaluators will be named by the Commissioner, Department of Local Government Finance, or the Commissioner’s designee.
- **Inventory Sheet.** For each feature evaluated in a particular software package, evaluators will complete the Initial Certification Inventory Sheet entirely, leaving no blanks and indicating when a particular test was not performed. Evaluator markings and comments may be made by hand, or typewritten. Inventory sheet columns are explained below:
 - o **Vendor & Package Information** – This section should include information about the software package being tested, including its stated function within an overall property tax management system. (It is anticipated that most products will not be designed to perform all assessment, tax, and billing functions). The vendor representatives section should include those individuals that will serve as primary contacts throughout the certification process.
 - o **Evaluator Information** – This section should include information about the evaluator performing the test. In the event multiple evaluators are involved, complete section for all evaluators.
 - o **Test Procedures & Test Results** – This section is a guide for evaluators in performing the test. Evaluators should use the stated procedures and record system results from each test procedure. *A vendor need not conduct each test in the order listed, but it should be prepared to identify for the evaluator the test that is being performed at a given time.* In the event an item is not tested, due to inapplicability, etc., the evaluator should indicate such in the appropriate area. (Refer to the following illustration for instructions on recording the test results.)

Test 1.X		Test Name
Purpose(s): Explanation of reason(s) that the test is being performed Test(s): Explanation of procedure(s) that generate the result(s) expected or required from the rule.		
Result	Evaluator General Comments	W/P Reference*
C - Compliant N - Noncompliant X - Not Tested	Evaluator should use this area to draft comments explaining the results of the test, if necessary. For example, if the test did not pass, therefore N, the comment should state what failed.	Attachments, Non Compliant reports, etc.

* **W/P Reference** – Work papers used by evaluator to support a particular certification step. Papers may include, among other topics, explanations of deficiencies, qualifications related to findings of compliance, narratives, schematic diagrams, and other supporting documentation. Work papers will be grouped together by the certification categories under which they fall.

- **Record of Evaluation.** At the completion of the Initial Certification Inventory Sheet, the Department of Local Government Finance or its designee will compile a Record of Evaluation for the evaluated software package. The Record will include an original copy of the Inventory Sheet and work papers. Results of this evaluation will be shared with the software vendor.

System and Integration Demonstration

Vendor(s) & Package(s) Information

Vendor(s)
and/or Data
Processing
Department _____ Software
Package(s) _____ Test Date _____

Vendor Representative(s)

Name	Title	Email	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Software Package(s) Functions/Scope of Test

Evaluator Information

Evaluator Name	_____	Title	_____
Evaluator Signature	_____	Date	_____

System and Integration Demonstration

Test Procedures & Test Results

1. Submission and Review of Documentation

Test 1.1 User Documentation

Purpose: Determine if the vendor(s) and/or data processing department submitted for review a complete copy of all user documentation at least thirty (30) days prior to this test date? <50 IAC 23-3-15, 50 IAC 23-3-16, 50 IAC 23-18-3>

Test: Review materials and verify inclusion of the following:

1. A reference manual that includes:
 - a. A description of each function performed by the system.
 - b. A picture of each screen in the system.
 - c. Pictures and instructions for each menu in the system.
 - d. Pictures and instructions for each report in the system.
 - e. Complete operating instructions for the system.
 - f. A listing of error messages and guidelines for user actions in response to each one.
2. A quick reference guide to the system to help the user navigate through the system without frequent reference to the manual.
3. A system administrator's manual that includes:
 - a. Backup and restoration procedures.
 - b. Recovery procedures.
 - c. Procedures for any required periodic maintenance functions.
 - d. Procedures for adding and deleting users from the application.
 - e. Procedures for assigning any batch operations not covered in the reference manual.
4. A training manual designed to introduce a new user to the system or any part of the system. (Note: This manual may be delivered in the form of an on-line tutorial.)

Result	Evaluator General Comments	W/P Reference

System and Integration Demonstration

Test 1.2 Technical Documentation

Purpose: Determine if the vendor(s) and/or data processing department submitted for review a complete copy of all technical documentation, including any system architecture schematics, at least thirty (30) days prior to this test date? <50 IAC 23-3-15, 50 IAC 23-3-17, 50 IAC 23-18-3>

Test: Review materials and verify inclusion of the following:

1. Installation instructions.
2. Specifications for hardware, operating systems, database systems, and system utilities required by the system.
3. Complete external documentation of the system, including:
 - a. Systems analysis.
 - b. Design Documents.
 - c. Diagrams.
 - d. Program Specification.
 - e. Data Dictionaries.
4. Complete documentation of all files.
5. Complete database documentation, including:
 - a. Table and field descriptions.
 - b. Relationship diagram.

Result	Evaluator General Comments	W/P Reference

2. Import-Export of Data

Test 2.1 Batch Updates

Purpose: Demonstrate property tax management system provides for batch updates from external files organized as flat ASCII files containing same fields (or any subset thereof) as those in the database. <50 IAC 23-3-5>

Tests:

1. Perform an "update run" by importing a flat ASCII file containing the same fields as those in the database to be utilized, showing that the operation can be done successfully (i.e., without encountering an error report.)
2. Perform a subsequent update run, but with a file containing at least one record in error. Then check to see that the system:
 - a. Identifies the record in error and indicates the type of error.
 - b. Provides an error report for the update run.
3. After performing #2, reverse the batch update with the run to restore the database to its prior condition.

Result	Evaluator General Comments	W/P Reference

System and Integration Demonstration

Test 2.2 Data Archiving		
<p>Purpose: Demonstrate that the system can archive data into files organized according to the import/export file layout specifications provided in <50 IAC 23-20>, Property Tax File Format Requirements. <50 IAC 23-3-6></p> <p>Test: Save exported/archived data to a removable, readable media, then access saved data and display to evaluator for inspection.</p>		
Result	Evaluator General Comments	W/P Reference

3. General System Requirements

Test 3.1 Software Requirements		
<p>Purpose: Ensure that all computer software is a current version and release. <50 IAC 23-3-2, 50 IAC 23-3-9></p> <p>Test: Request confirmation from the software vendor(s) that the software to be certified, and any proprietary database management system utilized,:</p> <ol style="list-style-type: none"> 1. Continues to be published or inventoried by the vendor(s). 2. Is completely maintained by the vendor(s). 3. Is actively supported as a fully maintainable and market viable product. 4. Is not targeted for discontinuation within the next twenty-four (24) months. 		
Result	Evaluator General Comments	W/P Reference

Test 3.2 Response Time		
<p>Purpose: Determine whether property tax management system response time across sub-systems is reasonable based on current industry standards. <50 IAC 23-3-7></p> <p>Test: Verify that response times across sub-systems are appropriate for the function being demonstrated.</p>		
Result	Evaluator General Comments	W/P Reference

System and Integration Demonstration

Test 3.3 Proprietary Database Management System

Purpose: Verify that property tax management system's database management system meets basic requirements. If the database system is proprietary to a third-party vendor, requirements include: <50 IAC 23-3-7>

- a) Database must be an industry standard relational database or object database management system.
- b) Database must support a structured query language.

If the database system is owned by a property tax management applications vendor, requirements include the foregoing two requirements *and* the following: <50 IAC 23-3-10>

- a) Full technical documentation must be held in escrow.

Tests:

1. Verify that property tax management system utilizes a supported, current version of an appropriately robust database system.
2. For a database system owned by a property tax management applications vendor, review technical documentation for clarity and thoroughness.

Result	Evaluator General Comments	W/P Reference

4. User-Defined Reporting Capabilities

Test 4.1 User-Defined Reporting of Errors and Inconsistencies Across Sub-systems

Purpose: Determine whether the property tax management system enables operators to perform user-defined reporting operations across its sub-systems (e.g., across the assessment and tax and billing systems). <50 IAC 23-10-1, 50 IAC 23-11-1>

Test: Generate and show (via screen, file, or printer) to evaluator a report identifying mismatches and inconsistencies between (e.g., does CAMA code something as exempt but tax and billing codes as non-exempt?).

Result	Evaluator General Comments	W/P Reference

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Test 4.2 Histories and Transaction Logs

Purpose: Ensure the user can generate historical reports and transaction logs from the property tax management system database. <50 IAC 23-9-1>

Test: Input parameters for user or user identification and starting/ending dates and times, then generate a transaction log of all of the foregoing activities performed during this demonstration. The resulting transaction log must contain:

- a. Totals and summary level information.
- b. Username or user identification.
- c. Date and time.
- d. Terminal identification.
- e. Transaction type.
- f. Exceptions.

Result	Evaluator General Comments	W/P Reference

5. Scenario Demonstration

Test 5.1 Real Property Parcel "Walkthrough"

Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3>

Test: Perform a complete walkthrough of a real property parcel from recalculation of gross assessed value to settlement. In the process, demonstrate that the property tax management system can perform the following activities:

- a) County Assessor certifies Gross Assessed Value to County Auditor, broken down by residential and non-residential, and indicating any abatements and investment deductions.
- b) County Auditor applies deductions, exemptions, and TIF.
- c) County Auditor prepares Certificate of Net Assessed Value and check total to see it is within 2% of the prior total.
- d) County Auditor creates a report of the Certificate of Net Assessed Value and shows report to evaluator.
- e) Lock all parcel data for the year.
- f) County Auditor imports budget order.
- g) Calculate Property Tax and Create Tax Duplicate.
- h) Create Abstracts.
- i) Generate Tax Chart for newspaper.
- j) Abstract transmitted to Auditor of State.
- k) Auditor of State Approves Abstract.

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- l) Generate and transmit tax duplicate to County Treasurer.
- m) County Treasurer prepares tax bills.
- n) County Treasurer collects payments.
- o) County Treasurer certifies collections and locks down collection period, then opens up next collection period.
- p) County Auditor prepares settlement reports and transmits reports to State Auditor.
- q) State Auditor approves settlement.
- r) County Auditor distributes the tax money and issues certificates of tax distribution (Form 22s) to taxing units and the department.
- s) Perform steps n) through r) again for Fall collection period.

Result	Evaluator General Comments	W/P Reference

Test 5.1 Personal Property Record “Walkthrough”

Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3>

Test:

1. Perform a complete walkthrough of a personal property record from recalculation of gross assessed value to settlement. In the process, demonstrate that the property tax management system can perform the following activities:
 - a) County Assessor certifies Gross Assessed Value to County Auditor.
 - b) County Auditor applies deductions and exemptions.
 - c) County Auditor prepares Certificate of Net Assessed Value and check total to see it is within 2% of the prior total.
 - d) County Auditor creates a report of the Certificate of Net Assessed Value and shows report to evaluator.
 - e) Lock all personal property data for the year.
 - f) County Auditor imports budget order.
 - g) Calculate Property Tax and Create Tax Duplicate.
 - h) Create Abstracts.
 - i) Generate Tax Rate Chart for newspaper.
 - j) Abstract transmitted to Auditor of State.
 - k) Auditor of State Approves Abstract.
 - l) Generate and transmit tax duplicate to County Treasurer.
 - m) County Treasurer prepares tax bills.
 - n) County Treasurer collects payments.
 - o) County Treasurer certifies collections and locks down collection period, then opens up next collection period.
 - p) County Auditor prepares settlement reports and transmits reports to State Auditor.
 - q) State Auditor approves settlement.

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r) County Auditor distributes the tax money and issues certificates of tax distribution (Form 22s) to taxing units and the department. s) Perform steps n) through r) again for Fall collection period. 2. Verify that, in both the assessment and tax and billing sub-systems, the personal property record conforms to the parcel numbering system. 3. Demonstrate that at the closing of one assessment year and the opening of the next assessment year the personal property identifier carries forward.		
Result	Evaluator General Comments	W/P Reference

Test 5.2 Sales Ratio Study		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3></p> <p>Tests:</p> <ol style="list-style-type: none"> 1. Upload the department-provided data file. 2. Calculate a sales ratio study and generate its output in the format required under 50 IAC 23. In the process, demonstrate that the property tax management system can perform the following activities: <ol style="list-style-type: none"> a) County assessor enters sales disclosure forms. b) County assessor transmits to department. c) County assessor releases sales disclosure data to assessment database. d) Sales disclosure and assessment data sent to sales ratio sub-system e) Calculate sales ratio studies. f) Transmit sales ratio studies to department. g) Release sales ratio information into assessment system. h) Repeat the foregoing steps after the factors have been applied. 3. Show resulting sales ratio study to evaluator. 		
Result	Evaluator General Comments	W/P Reference

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Test 5.3 Transfer of Real Property Parcel

Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3>

Test: Enter information indicating a transfer of ownership for a particular real property parcel. The demonstration shall include:

- a) Handling of exemptions, deductions, and credits that were assigned to the transferred property.
- b) Updating associated tax and billing information, including:
 - a. Only the appropriate tax years are affected.
- c) Updating any associated assessing information, including:
 - a. Only the appropriate assessment years are affected.
 - b. Transfer of real property updates seamlessly into CAMA system.
- d) Verify that correct parcel number appears in the assessment sub-system.

Result	Evaluator General Comments	W/P Reference

Test 5.4 Adjustment of Real Property AV Due to Correction of Error

Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3>

Test: Perform an adjustment of assessed value to a real property parcel. The adjustment should result from a correction of error and the subsequent recalculation of taxes from the change in value. Then, release the resulting assessed value to assessment system sub-system.

Result	Evaluator General Comments	W/P Reference

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Test 5.5 Adjustment of AV Due to Appeal Determination		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3></p> <p>Test: Perform an adjustment of assessed value to a real property parcel. The adjustment should result from a successful appeal determination and the subsequent recalculation of taxes from the change in value. Then, release the resulting assessed value to assessment system sub-system.</p>		
Result	Evaluator General Comments	W/P Reference

Test 5.6 Adjustment of Personal Property AV Due to Appeal Determination		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3></p> <p>Test: Perform an adjustment of assessed value to a personal property. The adjustment should result from a correction of error and the subsequent recalculation of taxes from the change in value. Then, release the resulting assessed value to assessment system sub-system.</p>		
Result	Evaluator General Comments	W/P Reference

Test 5.7 Property Split		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3></p> <p>Test: Perform a property split resulting in inactivation or modification of existing parcel records and creation of new parcel records in the property tax management system. In the process, demonstrate that the property tax management system reflects the following changes:</p> <ul style="list-style-type: none">a) The newly created parcel appears in the assessment sub-system, and complies with the parcel numbering system.b) Necessary adjustments can be made to the newly created parcel, and the modified parcel.		
Result	Evaluator General Comments	W/P Reference

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Test 5.8 Property Combination		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-15, 50 IAC 23-18-3></p> <p>Test: Perform a property combination. In the process, demonstrate that the property tax management system reflects the following changes:</p> <ol style="list-style-type: none"> The newly created parcel appears in the assessment sub-system. Necessary adjustments can be made to the newly created parcel, and the modified parcel. 		
Result	Evaluator General Comments	W/P Reference

Test 5.9 State Assessed Utilities		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-8-4, 50 IAC 23-15, 50 IAC 23-18-3></p> <p>Test: Import data provided by department for a state assessed utility. Show that the data format comports with the [most recent version] Property Tax Input-Output File Format Requirements.</p>		
Result	Evaluator General Comments	W/P Reference

Test 5.10 County Tax Adjustment Board Rate Chart		
<p>Purpose: Demonstrate property tax management system can perform functions across sub-systems without requiring users to manually re-key data. <50 IAC 23-8-4, 50 IAC 23-15, 50 IAC 23-18-3></p> <p>Tests:</p> <ol style="list-style-type: none"> Input data for the county tax adjustment board rate chart. Show that the data format comports with the [most recent version] Property Tax Input-Output File Format Requirements. After #1, import data provided by the department for the county budget order, then override the rates shown in the county tax adjustment board rate chart. Show that the resulting data format comports with the [most recent version] Property Tax Input-Output File Format Requirements. 		
Result	Evaluator General Comments	W/P Reference

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Additional Comments and Concerns*

** **Note to evaluator:** Please include below any summary comments related to the evaluated system. Focus especially on system functionality which is not mandated under 50 IAC 23, and thus cannot result in a certification failure, but is nevertheless known to be important to local officials when selecting the proposed combination of software packages.*